



SAN ANTONIO MISSIONS NATIONAL HISTORICAL PARK



SPECIAL USE PERMIT GUIDELINES

San Antonio Missions National Historical Park administers, protects, preserves and interprets the nation's largest concentration of Spanish colonial resources in the cities of San Antonio and Floresville, Texas. The park is located in a diverse and multi-cultural urban area and has an annual visitation of approximately 1.3 million visitors from all over the country and the world. In an order to protect these rare national treasures for all people to enjoy, the Congress of the United States saw fit to create the San Antonio Missions National Historical Park:

“ In order to provide for the preservation, restoration, and interpretation of the Spanish Missions of San Antonio, Texas, for the benefit and enjoyment of present and future generations of Americans, there is hereby established San Antonio Missions National Historic Park...consisting of Concepcion, San Jose, San Juan, and Espada Missions, together with areas, and features historically associated therewith....”¹

Opportunities exist for a variety of educational and cultural programs as well as filming and photographic projects utilizing the park's resources. There are many cultural and educational institutions within the area that have programs relating directly to the interpretive mission of the park. Today, there are still many traditional uses of the park's resources, which highlight the fact that these Missions are still living, and dynamic institutions. Each Mission has an active parish and church with all the activities associated with it. It is not uncommon for church-related events such as funerals, weddings or religious services to take place during a Special Use permit activity.

Many requests are received from a variety of individuals or groups seeking to use the park for various reasons. “It is the policy of the National Park Service (NPS) to allow Special Uses that are not in conflict with law or policy; will not result in *derogation of the values and purposes* for which the park was established; do not present a threat to public safety or property and do not unduly interfere with normal park operations, resource protection, or visitor use.” Additionally, it is the policy of San Antonio Missions National Historical Park to allow filming and photography when it is consistent with the protection and public enjoyment of park resources. San Antonio Missions National Historical Park and the National Park Service (NPS) have the authority and responsibility to manage, permit and/or deny all special uses within the Park. Therefore, before any permit will be granted, consideration will be given to potential resource damage and to anticipated disruption of normal public use. It is further stated in NPS Special Use Guidelines “it is the policy of the NPS to charge permit fees for Special Uses. Permit fees should reflect the fair market value of a benefit provided the permittee. The fair market value of a Special Use is the value of the lands or facilities used and the NPS cost incurred in managing, facilitating, or supporting the use”²

¹ San Antonio Missions National Historical Park enabling legislation “Public Law 95-629; Title II; Sec. 201”

² NPS-53 “Special Park Use Guideline” Chapter 3 page 1

An appropriate Special Use is defined as, “An activity that is consistent with the purpose and values for which the park was established”³ (enabling legislation “Public Law 95-629; Title II; Sec. 201”). Additionally ***“there must be a meaningful association between the park and the event, and the event contributes to the visitor understanding of the significance of the park.”*** Clearly, not all requests the park receives are for an appropriate use of park-managed resources. Special Uses are privileges and not rights, and as a result some requests are denied. Others, though appropriate, by virtue of their size and scope create a significant impact on the quality of a visitor’s experience and safety, and often result in a derogation of the values and purposes for which the park was established.

However, compatible, non-commercial use (***which does not involve the buying and selling of goods or services or the charge of an admission fee for access***) of the four Mission sites and related resources may be permitted through obtaining a special use permit. It is issued by the Superintendent to an individual or organization and authorizes a special use of National Park Service administered lands.

If the requested park use is not prohibited by NPS guidelines, and is an authorized privilege rather than a right, the park will analyze the request by asking the following three questions:

1. **Is the use in conflict with any applicable laws and/or policy?** Each special use permit request will be thoroughly reviewed to insure all legal and compliance issues are addressed.
2. **Is the use a derogation of the values and purposes for which the park was established?** A derogation of values and purposes goes beyond merely the physical resources to include a visitor’s experience in the park. An appropriate Park Use is defined as “An activity that is consistent with the purpose and values for which the park was established.” Additionally “there must be a meaningful association between the park and the event, and the event contributes to the visitor understanding of the significance of the park.” Please refer to the Park's Mission Statement: "We provide for the public a greater understanding and appreciation of the Spanish Colonial influence in the New World through interpretation of the historical and architectural values of the San Antonio Missions. We ***preserve, restore and protect*** in perpetuity the resources of San Antonio Missions National Historical Park."
3. **Will the use present a threat to public safety or property, introduce or have a potential to cause illness, personal injury, or property damage or unduly interfere with normal park operations, resource protection, or visitor use/experience?** Protection of resources including secular and non-secular structures, historic ruins such as low walls, grounds, acequia remnants and other natural and cultural features is secondary to safety but of equal importance in determining the appropriateness of a special use permit being granted.

³ NPS-53 “Special Park Use Guideline” Chapter 2 page 1

WHO MAY APPLY FOR A SPECIAL USE PERMIT

Any individual, group, society, organization photographer or filmmaker may apply for a special use permit. Caterers and other commercial businesses *may not apply* on behalf of individuals, groups, societies or organizations. The applicant for the permit must assume full responsibility and liability for the Special Use.

REQUESTING A SPECIAL USE PERMIT FOR A SPECIAL EVENT:

Requests for Special Use permits for events should be made in writing to the park's Superintendent no more than six (6) months in advance and at least 14 days prior to the date of the planned event. There is a **\$50.00 non-refundable fee** for processing your application for a Special Use Permit. Please return the application form to request a permit as soon as possible. Be sure to include your Tax I.D.# or Social Security # with your application, since we cannot process or issue a permit without one. All questions should be answered as accurately and completely as possible. This will assist the park in determining the appropriateness of the planned activities and help to estimate NPS costs that may be incurred in managing, facilitating, or supporting the use. It is recommended that potential applicants check with the park on availability of dates prior to submitting the non-refundable fee. Although a specific date may be "open", there are times when staff may not be available to manage and monitor a Special Use permit, or other park/church functions are planned for that date, or the date may be a federal holiday in which case, generally, a permit will not be issued. Submission of the application form and fee payment **DOES NOT** imply permission for any Special Use or Event.

In addition to the park's calendar of events, the following criteria have been established for considering special use requests:

1. The park will not approve more than one large event every 14 days. A large event is one that requires two days of setup prior to the day of the planned activity (maximum time allowed), one day for the planned activity, and one day to takedown and clear the site. An event is also considered large if the anticipated attendance is 200 or more people. A small event is one that only requires setup on the day of the planned activity and has less than 200 people attending. Small events will not be allowed during setup and takedown of large events. In addition, the park will not approve more than two small events per week. Please note that setup activities inside of buildings such as the Granary at Mission San Jose may not begin until after the park closes at 5:00 p.m. All takedown activities must be accomplished immediately after the conclusion of the Special Use to minimize impact on the quality of a visitor's experience to the Missions.
2. If setup and takedown activities will unduly interfere with the visitor's experience or enjoyment of the park and/or park operations, a special use permit request will be denied.
3. All four of the Mission sites have active parish churches. A variety of church-related activities frequently take place, which could preclude a Special Use from being approved. The permittee is responsible for contacting the individual parish to ensure that their event will not conflict with any planned church activities. Also, at Missions Espada, San Juan and San Jose, the parish priests reside on-site. Consideration will be given as to whether or not the

proposed activity will result in disturbing the peace and causing an inconvenience to these site residents. Likewise, Mission Concepcion is located in a residential area with many neighbors in the immediate vicinity. The Superintendent may not approve large evening events that could result in disturbing the peace.

4. NPS - 53 Special Use Guidelines **PROHIBITS** the sale in the park of T-shirts and other clothing, whether or not it contains a message. Further, the sale of all other merchandise, including but not limited to arts and crafts, and all other items as noted above are prohibited. This will also include the charging of entrance and/or parking fees for the use of National Park Service administered property. Solicitation of donation is prohibited on any NPS administered sites in compliance with NPS Director's Order #21⁴. The above does not affect the sale of merchandise and food by the park's authorized Concessionaire.
5. The park receives numerous requests to hold wedding ceremonies and wedding receptions on the Missions grounds. These activities are often requested because of the proximity of historic mission churches, buildings and the grounds themselves. Often the unique ambience of these sites proves to be the principal reason for selecting the park as a site for these types of functions. Of and by itself, this is not a reason that would meet the criteria of what constitutes an appropriate park use as defined by National Park Service policies and guidelines. Weddings and other religious ceremonies traditionally held *within* a particular Mission church are generally allowed by the respective churches provided they do not have an adverse impact on the church or park's resources. Request for wedding ceremonies inside one of the Mission churches must be arranged directly with the individual Mission parish. On the other hand, wedding receptions can be held in a number of venues outside the park, and thus would not be an approved use. The exception to this is for registered members of the Mission parishes who have historically and traditionally used the Mission facilities and grounds for their wedding ceremonies and celebrations.

Following receipt of an application for a Special Use permit, an evaluation will be made of the requested activity. Denials will be communicated in writing.

If the requested activity is to be permitted, a Special Use Permit, outlining terms and conditions governing the special use, NPS cost information, insurance requirements, and payment instructions will be completed and sent to the applicant.

Please note that an on-site meeting with park staff prior to any set-up activities is a permit requisite. Failure to meet on-site with park staff and/or to submit necessary Insurance, Deposit and Bond requirements, Public Health Inspections/Certificates, or Safety/Code Inspections could result in an immediate revocation of a Special Use Permit.

REQUESTING A SPECIAL USE PERMIT FOR PHOTOGRAPHY/FILMING:

The following guidelines have been established by the Superintendent of San Antonio Missions National Historical Park for managing photography/filming Special Use permits.

⁴ Directors Orders#21-Donations and Fundraising; § 4.5 In-Park Donations; § 4.9 Funds Accountability

Generally, permits are not required for:

1. Film, video, or still photography involving five or fewer people, using only hand-carried and self-contained equipment, working in areas normally open for public use, completing their park use within four hours, during normal park operating hours and do not include the use of models, talent, sets, props, product endorsement or advertising.
2. Sound technicians, and film or video news crews at news worthy or news making events.
3. NPS filming or photography, Department of the Interior Audiovisual Center filming or filming/photography done pursuant to a cooperative agreement or contract.

A request for filming/photography permit may be denied if:

- In the opinion of the Superintendent or his/her designee, damage to a resource is anticipated, and such damage cannot be mitigated to their satisfaction.
- It is determined that supervisory/monitoring requirements for the proposed project will place unreasonable burdens on staff capacity, irrespective of the permittee's willingness to pay these costs.
- The proposed project will conflict with the public's normal use of the park, or with normal park operations, and a resolution cannot be negotiated to minimize the impact.
- The request includes entry into areas closed to the general visiting public, or which would allow activities not permitted to the average visitor.

Filming/Photography Permit Process

1. To apply for a Special Use permit for photography/filming, complete the Special Use Permit application form and submit it to the San Antonio Missions National Historical Park. Allow sufficient time for permit application evaluation by the park staff before the start date of your activity in the park. Please remember to enclose your check or money order in the amount of \$50.00 to cover the non-refundable application fee and also include your Tax Payer ID# or Social Security # on the application. We cannot process your application without these two items. Your request will be evaluated on the basis of the information in your application. Therefore, you are encouraged to attach maps, diagrams, script pages or storyboards to assist the park staff in evaluating your request. Most requests can be processed within seven (7) working days. Requests that involve multiple locations, complex logistics or coordination with other visitor activities will require a minimum of fourteen (14) working days to process. Projects, which require environmental or cultural resource evaluation, must be submitted not less than thirty (30) days before the start of proposed activities. All costs of evaluating the request will be billed to the applicant, whether a permit is issued or not. There is up to a maximum \$31.22 per hour permit monitoring charge. This charge reflects the cost of a park ranger required to monitor the permittee's activities and ensure park resource protection. Additional costs incurred by NPS in conjunction with accommodating the permitted activity will be reimbursed by the permittee. Administrative costs and estimated costs for activities

on site will be calculated and must be paid when the permit is approved. If any additional costs are incurred, the permittee will be billed at the conclusion of the permit.

2. CONFERENCE/SITE SCOUTING will be scheduled with the park's permit coordinator and the potential permittee after the application has been received and reviewed. A visit to all potential filming sites in the park will usually be made at this time. By the end of the meeting, the permit coordinator should have enough information to prepare the permit once the project has been approved. The completed permit will detail the activities and locations to be authorized. Any activities not specified in the permit will not be allowed. No activities on NPS property may begin until the permit has been approved by the park and agreed to by the permittee and signed, by both parties.

PERMIT CONDITIONS AND RESTRICTIONS

A filming or photography permit does not allow the permittee to restrict park visitors from any location therefore, sites which attract a large number of visitors should be avoided. Normal visitor use patterns will not be interrupted for longer than five minutes, and only as specified in the approved permit. Film/photography permit activities may not occur simultaneously with other permitted activities or unduly conflict with scheduled public activities. Visitors will be allowed to watch filming.

Restriction and Conditions will be enumerated in the permit. The following activities are restricted and must be approved on a case by case basis:

1. Use of children or animals
2. Discharge of blank ammunition
3. Mechanical or pyrotechnic special effects
4. Stunts
5. Amplified music or sound
6. Placing of large set dressings
7. Filming/photography inside interiors of government administrative work areas
8. Film equipment or activities on roadways
9. Access to closed areas or access to areas during non-visitor use hours.

The permit will specify the number of people and the exact types of equipment allowed. The NPS personnel monitoring the permit compliance will not allow activities not specified in the permit. Please note that the permit does not include authority to film or photograph individuals. Releases for models, extras or other talent needed is the responsibility of the permittee.

Permit activities may be restricted based on weather or seasonal conditions (fire danger, standing water after rain, nesting season, etc.). Additional closures, use limits and/or restricted activities are listed in the Superintendent's Compendium.

Prohibited Activities having the potential to damage or significantly impact or alter park resources are prohibited. The following are also prohibited:

1. Altering, damaging or removing vegetation.

2. Vehicle use in the Mission Compounds, around Mission structures, off established roads and parking areas.
3. Use of insecticides, herbicides and pesticides.
4. Loud noises that exceed 70dba between the hours of 6am and 11pm and 63 dba between the hours of 11pm and 6am for any activity.
5. Smoking in buildings, on boardwalks or in vegetated areas.
6. Use of fragile vegetation areas, except on trails or already disturbed areas (as determined by NPS).
7. Flying aircraft below FAA recommended minimum altitude (usually 2,000 feet) or landing of aircraft except at designated landing sites.
8. Writing on or discoloring any natural feature or park structure.

Harassment of wildlife is prohibited by law. Filming of wildlife is permitted as long as there is NO disturbance, feeding, teasing, or manipulation of resident or free-roaming animals. Wildlife captured elsewhere may NOT be used in any in-park filming, whether trained or not.

GROUND, BUILDINGS AND SITE USAGE FEES FOR ALL SPECIAL USE PERMITS

Maximum Site Capacities

Each site has its own unique set of concerns and logistical considerations that have been factored into establishing its maximum carrying capacity. These carrying capacities are not arbitrary numbers, but rather are based upon careful staff assessments that reflect the park's concerns for the protection of cultural/natural resources, the visitor's experience and safety.

The maximum carrying capacities for the four Mission sites and their related facilities are as follows

(These numbers include all attending an event/activity, i.e. caterers, entertainers & guests):

Mission Concepcion	Compound	1000 people
Mission San Jose	Compound	1200 people
Granary		125 people
Mission San Juan	Compound	1000 people
Mission Espada	Compound	1000 people

Consideration is given to visitor safety and sensitive cultural/natural resources at each of the sites. Some of the areas within the compounds are sites of burials and below grade historic

structures. While specific locations for these sensitive resources have not been identified, historic uses of the compounds and limited archeological research indicate their probable locations. These probable locations have created restricted use zones within the mission compounds where no planned activities or set-up may occur. Carrying capacities are also based on the amount of usable space at each site, the number of available vehicle parking spaces, access and lighting to and from parking areas as well as within the activity site itself. Also taken into consideration is the park's ability to provide and deliver adequate electrical power, water and restroom facilities.

Site Layout & Set up

Please refer to appropriate Mission site map when planning your site layout for Special Use activities. These maps are designed to aid you in determining which areas are open for special use activities and which areas are restricted. As part of the site layout plan you will be responsible for providing the park with a Rain Contingency Plan for your activity.

Vehicular access at all sites will be controlled and in most cases, vehicles will not be allowed on the grounds or in the Mission compounds. Nothing, including signs, plaques, or banners may be affixed to any wall, window, door, tree, or any other structure within the Mission sites. All signs must be free standing or attached to permittee's property. Nothing may be driven into the ground, including stakes, posts and temporary signs. If tents will be used, freestanding anchors must be utilized (55-gallon drums of water). After the activity, the disposal of water used to anchor tents will be at the direction of park staff.

Stage and/or Sound Systems

Those Special Use activities requiring the use of a stage and/or sound system must adhere to the following:

1. No stages for performance/entertainment purposes are permitted if it is visible over the Mission Compound walls or other Missions structures (i.e. granary, churches, convento etc.). The park has set the maximum height for staging and related lighting structures at 20' high. The stage should be of a size and weight as not to require the use of heavy machinery (i.e. forklifts, cranes, etc.) for set up.
2. The Park abides by the City of San Antonio regulations for noise abatement. The regulations set permissible sound levels not to exceed 70 dba between the hours of 6am and 11pm, and 63 dba between the hours of 11pm and 6am for any activity.

Parking and Traffic Management

Each Mission site has a limited number of parking spaces available. Wherever possible, the park strongly encourages the use of buses or other methods of mass transportation to move people to and from mission sites. This should limit street congestion, unsafe traffic patterns and parking situations. For some larger events that exceed the available number of parking spaces and for

which it is impractical to arrange for mass transit, the park will work with the permittee to make available some open fields for parking. It will be the responsibility of the permittee to then provide the park with a traffic and parking management plan, as well as the necessary personnel to control the traffic and parking operations. Additionally, if the activity is held after sunset, it is the permittee's responsibility to provide necessary safety lighting in the parking fields and other areas that the park designates. Prior to the issuance of any special use permits for activities involving 200 or more participants, a parking and traffic management plan must be submitted as part of any special use request. Contact the Special Use coordinator for additional information before you submit your request.

Publicity & Press Releases

All advertising, press releases, press kits or other forms of media advertising for an activity must be reviewed by San Antonio Missions National Historical Park Office of the Superintendent, prior to release. Failure to provide information prior to release could have an adverse effect on the SPECIAL USE PERMIT.

Restroom Facilities

The restroom facilities at all four mission sites have limited capacities. The permittee is responsible for providing additional portable units as needed and for complying with Americans with Disabilities Act requirements as follows, "When two or more single user portable toilet units are clustered at a single location, at least 5 percent, but no less than one unit must be accessible. Accessible units must be identified by the International Symbol of Accessibility." The following are the capacities and requirements for each site:

- Missions Concepcion and San Jose restrooms are able to support groups of up to 400. For groups in excess of 400, the permittee will be required, at the permittee's expense, to provide two portable facilities and maintenance of those facilities for each additional 200 visitors.

Group Size	Number of Non-Accessible Units	Number of Accessible Units	Total Number of Units required
600	1	1	2
800	3	1	4
1000	4	2	6

- The facilities at Missions San Jaun, and Espada are able to support groups of up to 200. For groups in excess of 200, the permittee will be required, at the permittee's expense, to provide two portable facilities and maintenance of those facilities for each additional 200 visitors.

Group Size	Number of Non-Accessible Units	Number of Accessible Units	Total Number of Units required
400	1	1	2
600	3	1	4
800	5	1	6
1000	6	2	8

Trash Removal

It will be the responsibility of the permittee to arrange for the removal of all trash generated as a result of their Special Use. Depending on the size and scope of the Special Use, the permittee may be required to arrange, (at the permittee's expense) for the delivery and pick-up of a 10 yd. or larger dumpster for trash removal. The dumpster must be delivered before the start of the scheduled activity and picked up immediately after its' conclusion. The placement of the dumpster drop off must be coordinated with the park's Special Use permit coordinator or his/her designee.

ELECTRICAL AND LIGHTING

In instances where electrical power and lighting requirements exceed the park's ability to provide service, the permittee will be responsible for providing their own power source and lighting. Additionally, if an activity is held after sunset, it is the permittee's responsibility to provide a lighting plan that identifies necessary safety lighting in parking fields, along walkways, and in other areas that the park designates. A complete power and lighting plan must be submitted for the review and approval of the Superintendent, the Division of Planning & Professional Services, and the park's Facility Manager prior to any electrical work-taking place. A state certified and licensed electrician must do all electrical work as outlined in the electrical and lighting plan. It is the responsibility of the permittee to arrange for an Electrical Code Inspection by the Chief Electrical Inspector for the City of San Antonio. The permittee must provide the park with proof of a satisfactory inspection before the start of a permitted special use.

Grounds Maintenance

Please note that any ground maintenance or mowing activities outside the park's normal mowing cycle will be charged to the permittee. Should the application of pesticides be necessary for pest

control (i.e. fire ants), the park's Integrated Pest Management Coordinator will coordinate the pesticide application process. The permittee will be responsible for all associated costs of pest control for the activity.

Safety Inspection

At the discretion of the park's Safety Advisor and upon completion of set-up, the activity area will be subject to a **Safety Inspection**. If your activity includes the sale of food items to the public the permittee will be responsible for arranging for **Public Health Inspections**⁵ of all food service stands and operations. Any failure to correct hazardous conditions pointed out by the Safety Advisor or to provide necessary certificates may be grounds to suspend activities or to revoke the Special Use Permit.

If your planned activity calls for the use of animals or livestock, you must notify the park no less than seven (7) days in advance of the scheduled activity. The park will make the final decision on the number and types of animals that will be permitted and the number of wranglers and/or veterinarians required to control the animals to ensure safety of all visitors, participants, staff and animals. When not working, animals must be restricted or confined and under supervision at all times. American Humane Association guidelines for use and supervision of animals will be followed by the permittee. The permittee will also be responsible for the removal of all animal waste from the park site throughout the activity and at its conclusion.

PARK USAGE FEES

Site Fees* - for use of grounds and buildings:

*All fees are subject to change.

Number of People	Cost per 100 people
up to 500	\$50
501 to 1000	\$100

Utilities

If utilities (water, electricity, sewage) are to be used, Fees* will be assessed as follows:

*All fees are subject to change.

Number of People	Cost per 100 people
up to 500	\$50
501 to 1000	\$100

⁵ Director's Order#83 Public Health - §C.-Food Service Sanitation – paragraph C.3 Temporary Food Service Operations

Permit Monitoring Staffing

Park staff is required to monitor all activities including setup and takedown of such things as equipment, tents, temporary food booths, dance floors, stages, etc. There is an hourly charge for each staff person monitoring these setup and takedown activities as well as the monitoring of the actual event. The hourly rate will vary depending on the staff member's position and grade. The park will provide an estimated charge for the monitoring costs to the permittee prior to issuance of any permit.

Staffing levels are generally determined as follows:

Park Staff*			
Number of People	Setup	Event	Takedown
up to 25	1	2	1
26 to 100	1	2	1
101 to 200	2	3	2
201 to 300	2	4	2
301 to 500	2	4	2
501 to 800	3	5	2
801 to 1000	4	6	4

*Park Staff is for monitoring purposes only.

If security personnel are required and outside the park's ability to provide, additional security may be required at the Superintendent's discretion. Should this occur, the permittee must arrange to have ***TEXAS STATE-CERTIFIED PEACE OFFICERS*** provide the additional security services.

Special interpretive programs such as tours or orientation talks provided by park rangers in conjunction with a Special Use Permit are available upon request. There is an hourly charge for each Park Ranger providing these services during the actual event. The hourly rate will vary depending on the staff member's position and grade. The park will provide an estimated charge for these services to the permittee prior to issuance of any permit.

Administrative Costs

All administrative costs associated with a special use permit will be charged to the permittee. This is a one-time cost that reflects an accurate calculation of actual costs associated with the administrative process. These charges consist of time spent on telephone conversations

associated with the permit, attendance at meetings associated with the permit, travel time associated with the permit, clerical support and other miscellaneous charges associated with the permit⁶.

Performance Bond Deposits and Insurance Requirements

BONDS AND DEPOSITS

Performance Bonds and/or Damage Deposits are the permittee's guarantee of compliance with permit conditions and reimbursement to the park for damage to the resources and/or facilities as a result of the permittee's activities. A performance bond in the amount of the total estimated costs is required. This performance bond must be received at the park before the Special Use Permit can be issued. A final accounting will be completed as soon as possible after the conclusion of all activities. Damage Deposits in an amount adequate to cover the estimated cost of restoration, repair, rehabilitation and cleanup of the area may be required. "In lieu of a surety bond, a permittee may elect to deposit United States Treasury Bonds or Notes, a certified or cashier's check, bank draft, money order or cash equal to the amount of the required bond. **A personal check is not acceptable in lieu of a bond.**"⁷

USE OF THE BOND

Those bond amounts, paid in advance, are deposited into a designated park account upon receipt. Should the permittee fail to perform any part of the necessary clean-up or restoration, or fail to reimburse San Antonio Missions National Historical Park for costs associated with the permit, the account will be used to make any payments necessary. Any remaining balance will be returned to the permittee. If the bond is insufficient to cover costs the permittee will be issued a bill for collection for the amount of the deficit. Funds from bonds, including letters of credit, shall be withdrawn only in the amount owed to the NPS. *A bond will never be used as a penalty.*

- a. A bond may also be used to recover NPS costs (administrative, monitoring and/or management) only if the Superintendent specifies it as a condition of the permit.
- b. The bonding instrument must provide the Superintendent with immediate access to the funds when needed.

INSURANCE REQUIREMENTS

Liability insurance protects the government from negligent actions by permittee. General liability insurance must be carried by the permittee showing the U. S. Government as additionally insured. Short-term policies must show coverage on "occurrence" basis. The minimum amount of commercial liability insurance is \$1,000,000.00. Additional amounts may be required for high-risk activities. The park sets the insurance amount based on local conditions and has the right to waive insurance for low-risk activities such as a commemorative ceremony. The United

⁶ NPS 53 "Special Park Use Guidelines" Chapter. 6 sec. III A; 2 Administrative Costs page 9

⁷ NPS 53 "Special Park Use Guidelines" Chapter 6, Section V, page 9

States must be listed as **Additional-Insured** on the face of the policy.

If alcoholic beverages are to be served during the course of a Special Use Permit, additional insurance in the form of Liquor Liability or Host Liability will be required. The park sets the insurance amount based on the activity size and local conditions. Liability insurance should be issued in the name of the group, not the applicant. The United States should be listed as **Additional-Insured** on the face of the policy.

Any request for additional information should be directed to:

San Antonio Missions
National Historical Park
2202 Roosevelt Avenue
San Antonio, Texas 78210
Attn: Special Use Coordinator
Phone: (210) 534-8833
Fax: (210) 534 1106

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